Requirements for Submitting Large Documents for DEQ's Internet Site

DEQ's policy is to publish all documents having public comment and review requirements to our web site. This includes Environmental Assessments, Environmental Impact Statements, Feasibility Studies, Findings, Bond Reviews, Remediation Reports, Permit Applications, Newsletters and others.

Publishing usually requires converting the document from a word processing format to a format that can be viewed with a browser. This usually means converting the document to html or pdf and providing a method of internal navigation. For large, complex documents, Adobe® PDF® (portable document format) provides the greatest control of document and printer formatting.

Listed below are DEQ's requirements for submitting these documents:

1. The original document should be submitted in Microsoft® Word®. (This document can also be posted on the web site.) A document includes the appropriate title and author and is structured using appropriate document formatting containing tables of contents, chapters, and headings.

2. Additional documents should be submitted in either html or Adobe PDF.

3. If the document is over 200 pages, an additional zipped file should be submitted.

4. The web formatted document should include the following:

    a. A table of contents with links or bookmarks to the main chapters, tables and figures.
    b. Images optimized for the web, typically at 800x600px screen resolution (72 dpi) and efficiently sized to allow reasonable downloading from modems.
    c. Extremely large images that cannot be scanned at a reasonable size referenced in the document and stored at the DEQ offices for viewing (large tables, maps, etc.).
    d. Verification that the document meets these standards before being submitted to DEQ.
    e. Standards for Adobe PDF documents:
        i. Document created with Adobe Acrobat 5.0® or newer
        ii. Bookmarks created for main chapters, tables and figures
        iii. Documents containing bookmarks saved with bookmark view open.
        iv. Images optimized for web publishing (may require use of additional graphics software).
        v. Documents include appropriate title and author
        vi. Document optimized for Fast Web View
        vii. Documents designed observing accessibility requirements and checked with the Accessibility Checker.
            1. Federal 508 requirements
                http://www.section508.gov/index.cfm?FuseAction=Content&ID=12
            2. Adobe Acrobat 5.0 Accessibility Information
                http://www.adobe.com/products/acrobat/pdfs/Sect_5085.pdf
            3. W3C Web Accessibility Initiative http://www.w3.org/WAI/

Examples of acceptable formatting for large documents and reports:
Acrobat PDF document with bookmarks (Preferred format)
http://www.deq.mt.gov/wqinfo/Circulars/CIRC1.PDF

html page with links to PDF documents
http://www.deq.mt.gov/ea/hardrock/washington/pipestonequarry.asp